

# Christ Church CE Academy



## Dinner Money Policy

**This Church of England Aided Academy aims to serve its community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice.**

**It encourages an understanding of the meaning and significance of faith and requires the valuing of other faiths.**

**It promotes Christian values and spiritual development through the experience it offers to all its pupils.**

**These values are implicit in this policy.**

### Status

Draft for staff

Accepted by staff

Draft for Finance Committee approval June 2017

Jun 17

Accepted by governors June 2017

Jun 18

Date for Review

## **Christ Church CE Academy**

### **Dinner Money Policy**

From the 1 September 2012, Christ Church CE Academy became responsible for all arrears and non-payments of dinner money and as such adopted a strict NO DEBT policy.

If debts were to be incurred, then the school budget would have to pay for them. This means that money which should be spent on the children's education would be used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support. No parent would take their child to a restaurant and expect them to be given food without paying; the same principle applies at the Academy.

If parents believe that their children may qualify for entitlement to Free School Meals then please collect an application form from the office. It is important that this is done without delay as the local authority will not back date claims. This means that dinner money is payable to the Academy and until the Academy is notified otherwise by the Local Authority.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home. The Academy reserves the right to request advice and assistance from the Education Welfare Officers or in extreme cases Children's Services if parents/carers are not carrying out their responsibility of care by not providing food for their child at lunchtime.

### **Meal Arrangements**

Pupils should opt at the beginning of each year (September) as to whether they wish to have a school meal or a packed lunch from home.

Should a pupil wish to change these arrangements, parents should notify either verbally or in writing their wishes to the Academy office.

Changes should be notified at the beginning of a half-term wherever possible. However, a minimum of two weeks notice is required for any change, this is specified as kitchen orders are processed in advance and accurate numbers are required for ordering.

## Meal Payments

Parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. If parents do not pay for a meal in advance then their child(ren) will not be provided with a lunch.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid next day (before 9.00 am) and future meals must be paid in advance before any meal is provided. If the debt is not cleared (by 9.00 am) parents must either provide a packed lunch or take the child home for lunch. In a case where a debt payment is not received nor a packed lunch provided, the Senior Finance Officer will phone the parent to ask them to come to school with the money or they must bring their child a packed lunch or take them home for lunch. If a child genuinely forgets to bring a packed lunch and it is not possible for the parent to bring one into school, the school may grant a debt allowance of 1 meal. However, this debt must be paid next day (by 9.00 am).

If payment of the debts detailed above are not received by the next day, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.

Unless requested otherwise, change will not normally be given, but carried forward to the following week. This is to hopefully reduce errors and save admin time.

If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following week's payments will be adjusted accordingly. If credits continue to the end of term they will be refunded back to parents in the form of cash.

If you have any concerns please do not hesitate to contact school.

No child will be allowed to have a school dinner unless this policy has been signed. Please complete the form below and return it to the Academy office if you wish your child to have a school dinner. Please remember to let the office know if you wish to change to a different lunch arrangement.

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Christ Church CE Academy  
Dinner Money Policy and Dinner Arrangements/Payments

Child's Name .....Class .....

I confirm that my child's lunch arrangements are:  
School Meal / Free School Meal / Packed Lunch - Please delete as  
necessary

Signed .....Date .....

Parent/Carers Name

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